

Resource Management and Climate Protection Task Force
Minutes from the 6/17/10 Meeting

Next meeting: July 15, 2010, 3-5 pm
County offices, 555 County Center, 5th Floor, Redwood City

In attendance:

Kari Binley, Sustainable San Mateo County
Bob Cormia, Sustainable Silicon Valley
Kathleen Gallagher, CSG/City of Menlo Park
Pedro Gonzalez, South San Francisco City Council*
Deborah Gordon, Woodside Town Council*
Maryann Moise Derwin, Portola Valley Town Council*
Carole Groom, San Mateo County Board of Supervisors*
Brian Kimball, Ecology Action
Richard Napier, C/CAG
Alexis Petru, San Mateo County RecycleWorks (staff)
Barbara Pierce, RMCP Chair; Redwood City Council*
Sepi Richardson, Brisbane City Council*
Kim Springer, San Mateo County RecycleWorks (staff)
Juda Tolmasoff, Aide to Supervisor Carole Groom

Not in attendance:

Kathy Lavezzo, PG&E
Nicole Sandkulla, BAWSCA
Eric Sevim, A+ Japanese Auto Repair

*=Voting member

1) Introductions

2) Public Comment: There were no public comments.

3) Approval of Minutes: The committee approved March's meeting minutes:
Gonzalez/Pierce.

4) Update on Energy Section of the San Mateo County Energy Strategy (Kim Springer): The Energy Strategy was intended to be a base document that will be updated periodically with new information and resources. Richard Napier suggested that the Energy Strategy update have a format similar to C/CAG's annual report.

The committee reviewed the Energy section, including its two strategies – making energy-efficiency standard practice and locating clean sources of energy. Suggestions for the Energy Strategy update include: update on the Energy Watch and Energy Upgrade programs, report on PG&E Smart Meter program, tying energy goal to a date (Cool Mayors or AB32), report on per-capita energy usage by city, update on greenhouse gas

inventories, update on Energy Strategy adoption by every city and other collaborations, update on cities' environmental staffing (every city now has a staff person assigned to environmental/climate action issues as at least part of their duties), update on Green Building ordinance working group and funding issues, leverage Sustainable San Mateo County Indicators Report, highlight several case studies of successful programs and report on total solar installations in the county (in SSMC Indicators Report).

The committee agreed that staff should follow the current structure of the Energy Strategy in the updated Strategy – Energy, Water, Collaboration, etc. – and provide updates on the goals and strategies. The update will report energy savings data in kilowatt-hours and therms, as well as greenhouse gas emissions and carbon equivalencies (trees planted, cars removed, etc.). The audience for the update will be elected officials. Based on this meeting's discussion, Kim and Alexis will provide an outline of the Energy section at the next meeting.

5) Climate Action Plan Template and Tool Effort: (Richard Napier/Kim Springer): C/CAG has secured \$50,000 from the Bay Area Air Quality Management District to help fund a climate action plan template and tool for San Mateo County cities. C/CAG will provide \$50,000 in matching funds and is looking for other resources to bring to this effort (through PG&E, ABAG, grants, etc.). The Air District's funding will cover the costs to develop the template and complete at least two cities' plans.

A group of city staff has been working since January to develop a template that cities in San Mateo County can use to develop their climate action plans. Air District and C/CAG funding will pay for a consultant to facilitate the process of developing a climate action plan template with city staff, as well as a forecasting and calculations tool to assist cities in evaluating programs to include in their climate action plans.

Five cities in the county have completed their climate action plans. Most small cities in San Mateo County have limited staff and funds to put towards completing their climate action plan. C/CAG is working with cities to find a simplified, affordable way to develop climate action plans for the remaining cities.

6) San Mateo County Energy Watch Reporting Tools (Alexis Petru): Staff presented line graphs that show Energy Watch's progress towards its energy-saving goals: actual energy savings achieved (projects completed and rebates paid), energy savings in the "pipeline" (project agreements signed, but not completed) and energy savings goals. The committee gave staff feedback on how to better present the information, including clarifying the time line, and staff will bring the chart back to the committee at the next meeting.

Sepi Richardson said that she would like to discuss how the committee will get involved in transportation at a future meeting.

7) Committee Updates:

RMCP Meeting Minutes
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Kim Springer: informed the committee that they will soon vote on a new Chair and Co-Chair.

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C/CAG AGENDA REPORT

Date: July 15, 2010
To: Resource Management and Climate Protection Committee
From: Richard Napier
Subject: Election of RMCP Chair and Co-Chair
(For further information, contact Kim Springer at 650-599-1412, Alexis Petru at 650-599-1403, or Richard Napier at 650-599-1420)

RECOMMENDATION

That the RMCP committee nominate and elects a new Chair and Co-Chair and decide on a term for these positions.

FISCAL IMPACT

None.

SOURCE OF FUNDS

The RMCP committee staffing is funded by C/CAG through the general fund.

BACKGROUND/DISCUSSION

All C/CAG committees periodically nominate and elect a new Chair and Co-Chair for the committee.

The C/CAG Board formalized the RMCP committee that was previously an ad hoc committee called the Utilities and Sustainability Task Force (USTF). The current Chair, Barbara Pierce, has served as Chair of the USTF and the RMCP for well over two years.

C/CAG committees individually nominate and elect Chairs and Co-Chairs and establish a term for these positions.

The current roster is provided as an attachment to this staff report and the staff report on Item 5, Committee Membership.

Attachment

RMCP June 2010 Roster

C/CAG AGENDA REPORT

Date: July 15, 2010
To: Resource Management and Climate Protection Committee
From: Richard Napier
Subject: Committee Membership – Large Business
(For further information, contact Kim Springer at 650-599-1412, Alexis Petru at 650-599-1403, or Richard Napier at 650-599-1420)

RECOMMENDATION

That the committee give direction on the recruitment for the Large Business committee member.

FISCAL IMPACT

None.

SOURCE OF FUNDS

The RMCP committee staffing is funded by C/CAG through the general fund.

BACKGROUND/DISCUSSION

On March 9, 2010, the committee received an email from Lori Duvall, formerly with Sun Microsystems, that her position had been eliminated and that she would no longer be able to represent large business on the RMCP committee.

Staff sent an email to the committee on March 19, 2010 asking for suggestions on who to pursue for the opening created on the committee.

Two suggestions were received:

- someone from Google involved in their “smart meter related” energy program and/or a person from a large chamber of commerce
- Jorge Jaramillo, president of the SMC Hispanic Chamber of Commerce

Staff is seeking direction on who to pursue, and suggests that the committee might also choose to modify our committee membership to include both a Chamber Leader and a Large Business, increasing the membership of the committee.

The current roster is provided as an attachment to this staff report and the staff report on Item 4, Election of RMCP Chair and Co-Chair.

Attachment

RMCP June 2010 Roster

C/CAG

CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY

*Atherton • Belmont • Brisbane • Burlingame • Colma • Daly City • East Palo Alto • Foster City • Half Moon Bay • Hillsborough • Menlo Park • Millbrae •
Pacifica • Portola Valley • Redwood City • San Bruno • San Carlos • San Mateo • San Mateo County • South San Francisco • Woodside*

Resource Management and Climate Protection Committee

(June 2010)

Elected Officials (6)

Deborah Gordon
Former Mayor/Councilwoman, Woodside
dcgordon@stanford.edu
Work (650) 725-6501

Carole Groom
Supervisor, County of San Mateo
cgroom@co.sanmateo.ca.us
Work (650) 363-4568

Barbara Pierce - **Committee Chair**
Former Mayor/Councilwoman, Redwood City
barbara@barbarapierce.org
Cell (650) 208-9828 Home (650) 368-6246

Sepi Richardson
Former Mayor/Councilwoman, Brisbane
sepirichardson@sbcglobal.net
Home (415) 467-6409

Maryann Moise Derwin
Former Mayor/Councilwoman, Portola Valley
mderwin@portolavalley.net
Home (650) 851-8074 Cell (650) 279-7251

Pedro Gonzalez
Former Mayor, Councilman, S.San Francisco
pedro.gonzalez@ssf.net
Work (650) 877-8500

Stakeholder Representatives (6)

Energy

Brian Kimball
Energy Program Manager
Ecology Action
(408) 355-5633
bkimball@ecoact.org

Water

Nicole Sandkulla, P.E.
Senior Water Resources Engineer, Bay Area Water Supply and Conservation Agency
nsandkulla@bawsca.org
(650) 349-3000

Utility

Kathy Lavezzo
Account Manager, PG&E
KOL1@pge.com
(650) 598-7267 cell (650) 279-3864

Nonprofit

Robert Cormia
Volunteer, Sustainable Silicon Valley
Professor, Foothill - De Anza Community College
rdcormia@earthlink.net
(650) 747-1588

Business

Large Business:
Currently Open

Small Business:
Eric Sevim
Shop Manager
A+ Japanese Auto Repair, Inc.
apluseric@gmail.com
(650) 595-CARS

Committee Staff

C/CAG:
Richard Napier
Executive Director
rnapier@co.sanmateo.ca.us
(650) 599-1420

San Mateo County, RecycleWorks:
Alexis Petru
Resource Conservation Specialist II
apetru@co.sanmateo.ca.us
(650) 599-1403

Kim Springer
Resource Conservation Programs Mgr.
kspringer@co.sanmateo.ca.us
(650) 599-1412

C/CAG AGENDA REPORT

Date: July 15, 2010
To: Resource Management and Climate Protection Committee
From: Kim Springer
Subject: Update on the Economics and Leadership Sections of the San Mateo County Energy Strategy

(For further information, contact Kim Springer at 650-599-1412, Alexis Petru at 650-599-1403, or Richard Napier at 650-599-1420)

RECOMMENDATION

That the Committee establish a set of elements to be included in the leadership and economics section of a follow-up report to the San Mateo County Energy Strategy.

FISCAL IMPACT None.

SOURCE OF FUNDS

C/CAG General Funds will fund the cost of writing the follow-up report to the San Mateo County Energy Strategy through a staff services agreement between C/CAG and the County of San Mateo.

BACKGROUND/DISCUSSION

In February 2006, C/CAG chartered the Utilities and Sustainability Task Force (USTF), an ad hoc working group of CMEQ, with the task of considering the future needs of San Mateo County in regards to both Energy and infrastructure. Five goals were included in the San Mateo County Energy Strategy (Energy Strategy): Energy, Water, Collaboration, Leadership and Economics.

In December 2008, the County of San Mateo Board of Supervisors adopted the final Energy Strategy. Over the following year (through November 2009), every city in San Mateo County also adopted the Energy Strategy.

Staff believes that a review of the economics and leadership section are important to the overall perspective of efforts in the county to reduce resource consumption. Instead of providing the complete report, a link to the report on the C/CAG website is provided to you as an attachment.

Staff intended to present the water and collaboration sections of the Energy Strategy this month, but have delayed that discussion to the month of August in order for the water stakeholder committee member Nicole Sandkulla to be present.

Attachment

<http://www.ccag.ca.gov/pdf/USTF/reports/Draft%20County%20Energy%20Strategy.pdf>

C/CAG AGENDA REPORT

Date: July 15, 2010

To: Resource Management and Climate Protection Committee

From: Richard Napier

Subject: Climate Action Plan Template and Tool Effort

(For further information, contact Kim Springer at 650-599-1412, Alexis Petru at 650-599-1403, or Richard Napier at 650-599-1420)

RECOMMENDATION

Receive an update on the outcome of a grant proposal provided to the Bay Area Air Quality Management District (BAAQMD) to develop a Climate Action Plan (CAP) Template and Tool set for the cities in San Mateo County.

FISCAL IMPACT

None.

SOURCE OF FUNDS

C/CAG San Mateo County Energy Watch and General Funds funded the cost of developing and writing the grant proposal through a staff services agreement between C/CAG and the County of San Mateo. In addition to Air District funds, C/CAG will provide matching funds of \$50,000 using funds allocated to energy and climate action, budgeted in FY 2010-11.

BACKGROUND/DISCUSSION

At the June 17, 2010 RMCP committee meeting, staff presented a final draft of a proposal sent to the BAAQMD for funding of a CAP Template and Tool resource for the cities in San Mateo County.

Since the last RMCP meeting, staff negotiated a final Scope of Work and Time Line for the grant and is awaiting the final grant documents from the BAAQMD.

Staff will provide additional information on pre-meetings with other potential stakeholders with related efforts that might be leveraged in the CAP Template and Tool effort.

A copy of the finalized Scope of Work and Time Line proposal is provided as an attachment to this staff report.

Attachment

BAAQMD CAP Proposal Attachment A-B Scope & Cost

ATTACHMENT A SCOPE OF WORK

The San Mateo City/County Association of Governments (Contractor) will complete the following tasks. The results of the work will be a developed climate action plan (CAP) template including calculator tool for estimating greenhouse gas (GHG) emissions reductions from a wide variety of policies and measures.

Phase I - Scope and Develop CAP Template and Tools

Task 1.1: Establish working group and develop outline of the CAP template. Leverage working group to develop desired attributes of both the forecasting and calculation tools. Examine existing CAP calculation tools and settle on list of measures to be included in the CAP template and tool “package”. Complete a procurement process for consultants to support the writing of the CAP template and/or the development of the CAP tools.

Deliverables:

1. CAP template outline
2. List of desired attributes of the forecasting and calculation tools
3. List of measures to be included in the CAP template and tools
4. List of selected consultants and/or staff and roles

Task 1.2: Complete the CAP template and develop the calculations methodologies and coefficients for the measures to be included in the CAP template and tool “package”. The CAP template will contain a list of GHG emission reduction measures (approximately 40 measures) that the city can choose from to include in their CAP. This deliverable will be reviewed by the BAAQMD for feedback, in order to establish that the resulting CAP template and tool “package” meet existing CEQA guidelines.

Deliverables:

1. Completed Draft CAP template
2. Completed Draft calculation methodologies and coefficients for selected measures

Task 1.3: Develop CAP Forecasting and Calculation Tools, leveraging existing tools available, collaborating with organizations to customize existing tools, or develop an entirely new set of tools. The CAP Forecasting and Calculation Tools will:

- allow input of the cities’ 2005 GHG emission inventory levels as a baseline
- allow a “business as usual” % trend for future GHG emissions growth to be included
- allow the city to set an emissions reduction goal for 2050 and interim goals in alignment with their adopted climate protection commitment
- provide calculations for the measures contained in the CAP template
- provide approximate cost and GHG emission reduction potential, hopefully for all the CAP template measures
- allow calculations through the input of simple data by the city

- leverage real world cost and outcome data when ever possible
- leverage commonly accepted coefficients, GWPs, etc., such that the outcome of the CAP meets with commonly accepted protocols, etc.
- have a graphic output that will generate a chart or table that can be used in the CAP report

Deliverable:

1. CAP Forecasting and Calculation Tool tied to measures on CAP template

Phase II - Develop Workshops and Climate Action Plans for Two Cities

Task 2.1: Develop workshop materials and provide workshops for staff from the cities in San Mateo County.

Deliverable:

1. Workshop materials
2. Attendance lists

Task 2.2: Work with two (2) cities in San Mateo County to complete Government Operation and Community-Scale CAPs using the developed CAP template and tools.

Deliverables:

1. Two completed CAPs covering government operation and community-scale GHG emissions. The two CAPs will meet the standards of “qualified GHG Reduction Strategies” as defined in the Air District’s 2010 CEQA Guidelines.
2. Sample staff report and resolution for presentation to city or town council

ATTACHMENT B COST SCHEDULE

The following is a schedule for providing documentation of deliverables as required by the District. Documentation of completed deliverables must be received before payment will be released. Determination of whether a deliverable has been completed is at the sole discretion of the District. Invoices may be submitted prior to the due dates shown in the table below, provided all required deliverables have been completed and documentation of their completion is included with the invoice. **The District will not pay for work completed prior to contract execution.**

TASKS	DOCUMENTATION OF COMPLETED DELIVERABLES
<i>Due Date: October 31, 2010</i>	<i>Invoice not to exceed \$10,000</i>
<u>Task 1.1:</u> Establish Working Group and CAP Template Outline	<ol style="list-style-type: none"> 1. CAP template outline 2. List of desired attributes of the forecasting and calculation tools 3. List of measures to be included in the CAP template and tools 4. List of selected consultants and roles
<i>Due Date: February 28, 2011</i>	<i>Invoice not to exceed \$15,000</i>
<u>Task 1.2:</u> Complete the CAP template and develop calculations methodologies	<ol style="list-style-type: none"> 1. Completed Draft CAP template 2. Completed Draft calculation methodologies and coefficients for selected measures
<i>Due Date: June 30, 2011</i>	<i>Invoice not to exceed \$15,000</i>
<u>Task 1.3:</u> Develop CAP Forecasting and Calculation Tools	<ol style="list-style-type: none"> 1. CAP Forecasting and Calculation Tool tied to measures on CAP template
<i>Due Date: September 30, 2011</i>	<i>Invoice not to exceed \$5,000</i>
<u>Task 2.1:</u> Provide Workshops for Local Government Staff	<ol style="list-style-type: none"> 1. Workshop materials 2. Attendance lists
<i>Due Date: December 31, 2011</i>	<i>Invoice not to exceed \$5,000</i>
<u>Task 2.2:</u> Completion of 2 CAPs	<ol style="list-style-type: none"> 1. 2 completed CAPs 2. Sample staff report and resolution for presentation to city or town council

CONTRACT TOTAL COST NOT TO EXCEED: \$50,000

C/CAG AGENDA REPORT

Date: July 15, 2010

To: Resource Management and Climate Protection Committee

From: Alexis Petru

Subject: San Mateo County Energy Watch Reporting Tools

(For further information, contact Kim Springer at 650-599-1412, Alexis Petru at 650-599-1403, or Richard Napier at 650-599-1420)

RECOMMENDATION

Receive a presentation on the final San Mateo County Energy Watch (SMCEW) reporting tool.

FISCAL IMPACT

None.

SOURCE OF FUNDS

San Mateo County Energy Watch grant funds provide funding for reporting to C/CAG committees on program progress.

BACKGROUND/DISCUSSION

The 2010-2012 program cycle of the San Mateo County Energy Watch (SMCEW), a Local Government Partnership between C/CAG and PG&E, began January 1, 2010. The program seeks to reduce energy use in the San Mateo County by completing energy efficiency projects with municipalities and businesses and through a middle-income residential program.

On June 17, 2010, staff presented a proposed reporting tool format for the committee to provide comments. The graphs received numerous comments, and staff has addressed most of the concerns. Since this last meeting of the RMCP, staff presented an updated version of the chart to CMEQ for their response.

Similar to RMCP comments, one CMEQ committee member also commented that the graphs should include a time of completion element to the “pipeline” of projects and their respective energy saving to the program. Staff has reviewed this consideration and the staff time involved in a monthly update of this data and has decided that this element would not provide enough additional perspective to the final tool to warrant the added staff time that should otherwise be used to develop additional energy savings projects for the program.

Attachment

San Mateo County Energy Watch Progress Charts

San Mateo County Energy Watch (SMCEW)

Program Progress

Definitions

Pipeline:

Signed direct-install agreements

Signed LED streetlight agreements

Submitted rebate applications for more complex projects (HVAC, high-tech, etc.)

Actual:

Installed direct-install projects, rebates paid to customer

Installed complex projects (HVAC, high-tech, etc.), rebates paid to customer

Projects included in therms pipeline with savings that cannot be estimated at this time:

Ozonated laundry retrofit at County jails

County Mental Health Center boiler

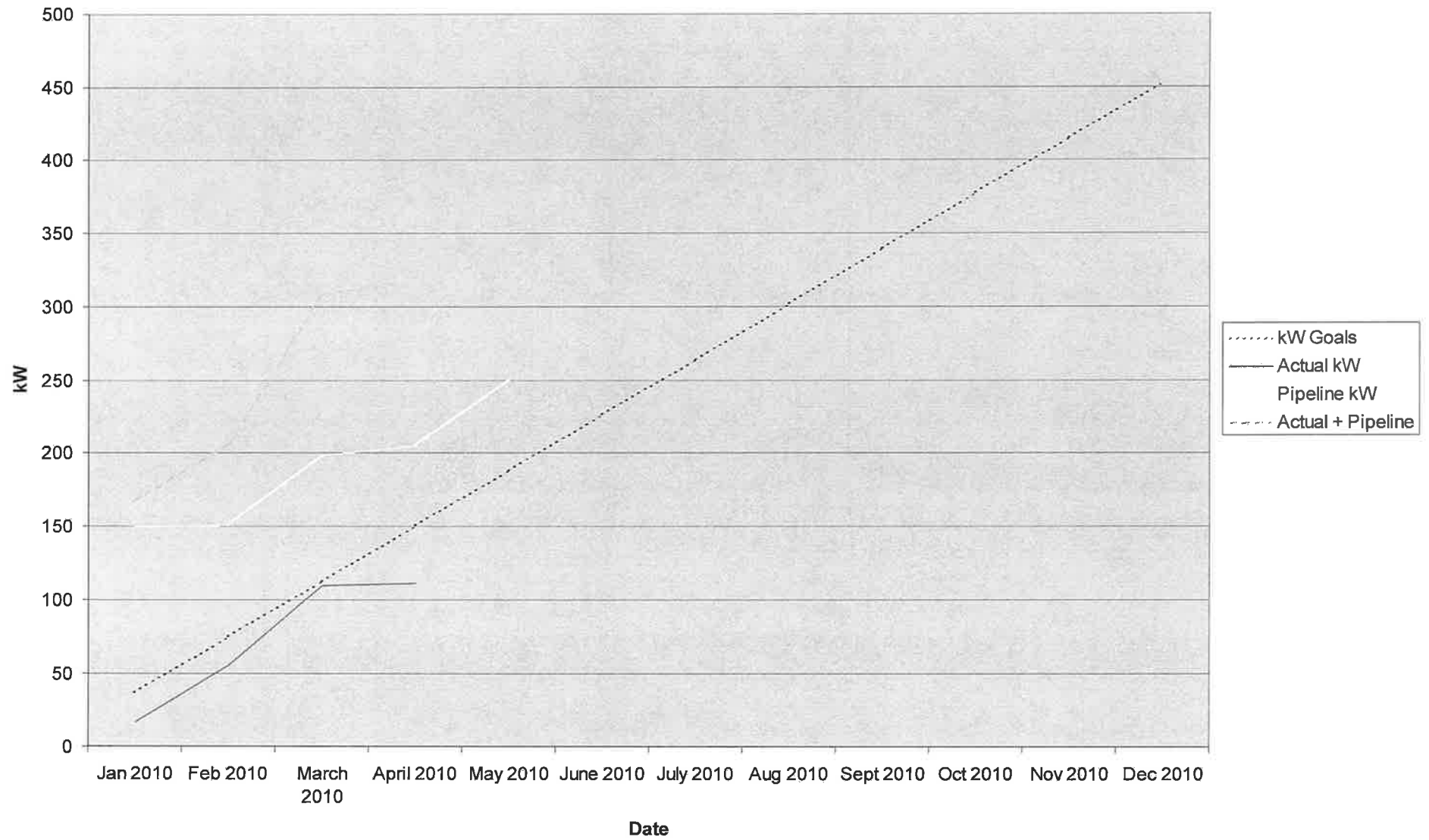
City of Daly City boiler

City of Menlo Park pool boiler

City of South San Francisco pool boiler

City of Millbrae HVAC retrofit

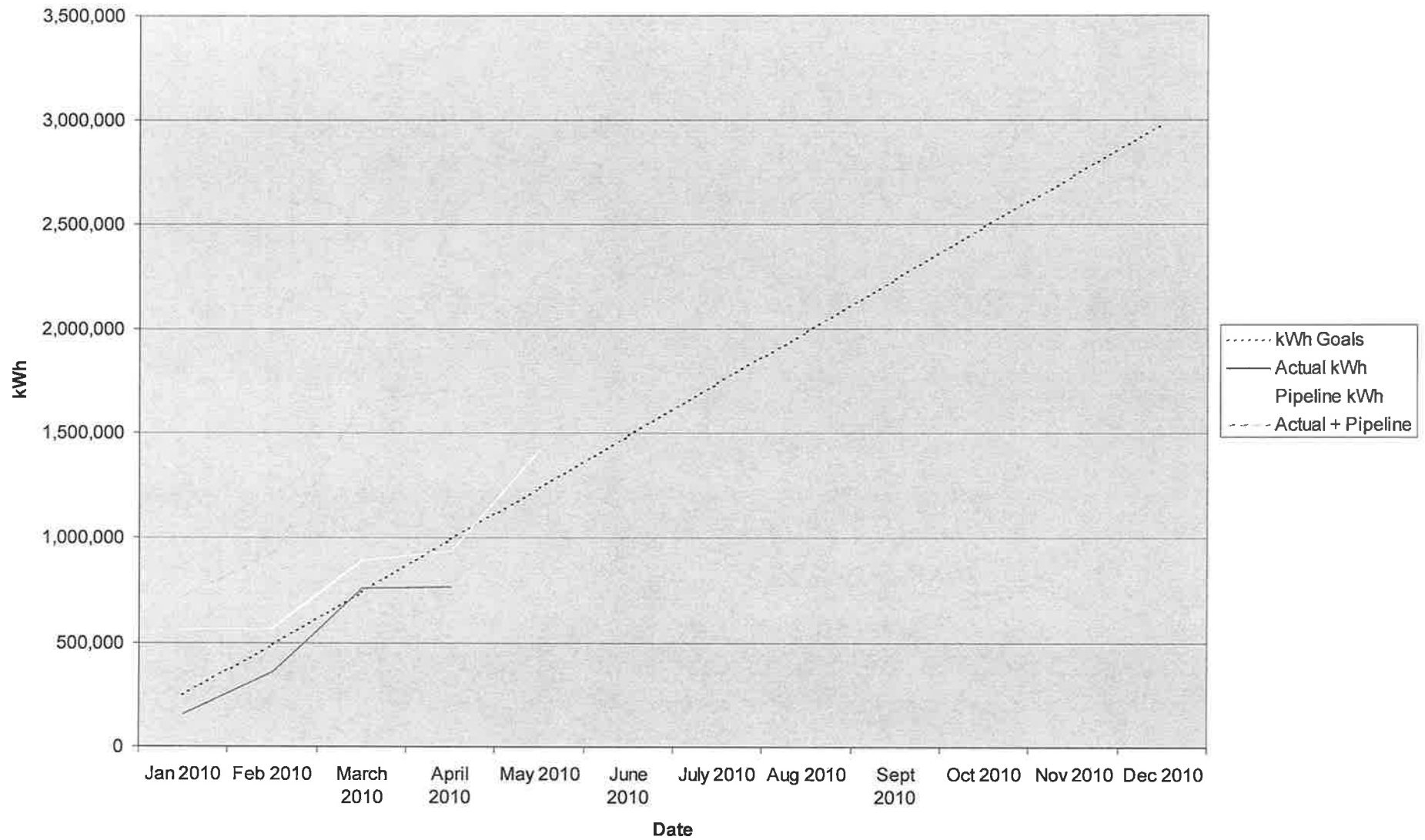
San Mateo County Energy Watch - kW Savings Achieved vs. kW Savings Goals



Three-year goal = 1,150 kW

2010 goal is 30% of three-year goal

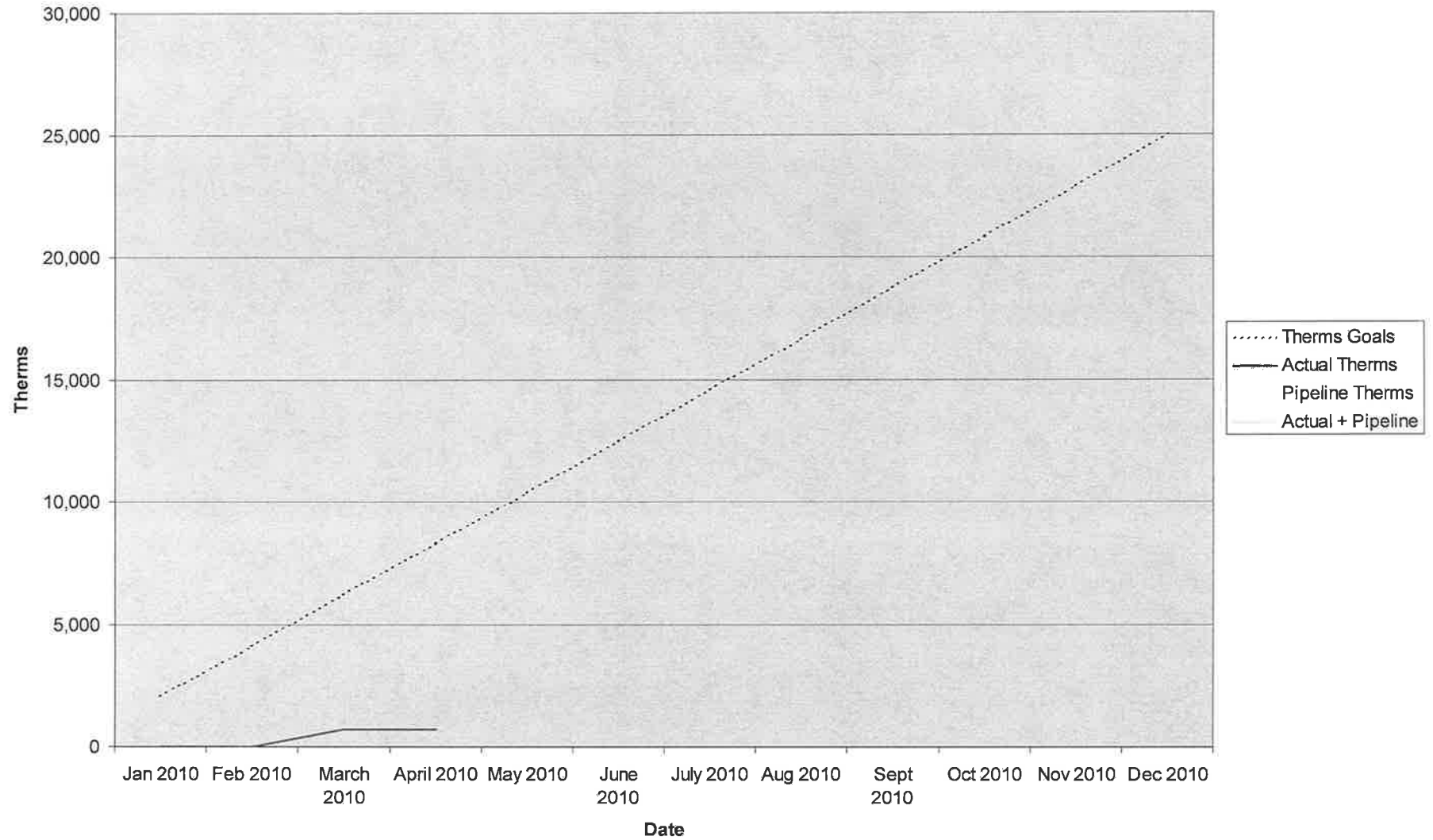
San Mateo County Energy Watch - kWh Savings Achieved vs. kWh Savings Goals



Three-year goal = 9,942,000 kWh

2010 goal is 30% of three-year goal

San Mateo County Energy Watch - Therms Savings Achieved vs. Therms Savings Goals



Three-year goal = 125,000 therms

2010 goal is 20% of three-year goal

Note: Savings of projects in the pipeline cannot be estimated at this time, as therms-saving projects are complex and take a long time to implement